

**ACKNOWLEDGEMENT OF SECONDARY OR TERTIARY
CERTIFICATES/DEGREES
FOR APPLICANTS APPLYING FOR
FOREIGN LANGUAGE COURSE ADVERTISED FOR FOREIGN
NATIONALS IN THE INSTITUTIONAL ADMISSION PROCEDURE
(APPLICANTS FOR SELF-FINANCED COURSES)
TO CORVINUS UNIVERSITY OF BUDAPEST**

I. General rules:

Act C of 2001 on the Recognition of Foreign Certificates and Degrees (hereinafter: Act on Recognition) states that a secondary school certificate or a college degree obtained in a foreign education institution can be considered equivalent with the same level of a Hungarian secondary school certificate, bachelor's degree, or master's degree if in the frame of an equivalency recognition procedure the Hungarian Higher Education Institution accepts it as being equivalent (hereinafter: recognition procedure).

In keeping with 4§ (2) of the Act on Recognition, the conducting of the recognition procedure must be implemented by the education institution to which the applicant has applied and where he/she wishes to continue his/her studies, i.e. in case of application to the Corvinus University of Budapest (hereinafter: CORVINUS), it is CORVINUS that is responsible for conducting the recognition procedure.

The admission procedure may be initiated in connection with the admission procedure, BUT ON A SPECIAL PROCEDURE, ON A SPECIAL REQUEST.

NO ONE MAY BE ADMITTED TO CORVINUS WITHOUT A CERTIFICATE OR DIPLOMA OF AN APPROPRIATE LEVEL, RECOGNISED IN THE ADMISSION PROCEDURE AND IN ACCORDANCE WITH THE ADMISSION REQUIREMENTS.

The purpose of the recognition procedure is therefore to determine whether the certificate or degree obtained in the foreign educational institution is equivalent to a Hungarian secondary certificate or a degree certifying a bachelor's or master's degree. In keeping with the Act on Recognition, the applicant has two options: he/she can state for which level education he/she requests the recognition of the foreign certificate/degree **OR the applicant may request CORVINUS to determine the level of equivalency of the foreign certificate/degree as compared to the Hungarian degrees**

IT IS HIGHLY RECOMMENDED THAT APPLICANTS CHOOSE THE OPTION MARKED IN BOLD, WHEN SUBMITTING THE REQUEST FOR RECOGNITION OF THEIR DIPLOMA OR DEGREE.

During the recognition procedure, CORVINUS examines the legal status of the foreign educational institution, the legal scope of the diploma, the external quality assurance of the training, the length of the period of study and the study requirements. The legal requirement is that the foreign institution issuing the certificate or diploma must be recognised (accredited) and that the certificate or diploma must also certify secondary or higher education qualifications under the law of the foreign country.

II. Submission of the request :

THE REQUEST MAY BE SUBMITTED AT ANY TIME, HOWEVER, THE APPLICANT SHOULD NOTE THAT A POSITIVE ADMISSION DECISION IS CONDITIONAL ON THE RECOGNITION OF THE APPLICANT'S CERTIFICATE/DIPLOMA OR DEGREE AS BEING OF AN APPROPRIATE LEVEL BY CORVINUS.

In view of the above, in order to allow CORVINUS to complete the recognition procedure in time for the institutional recruitment for the courses starting in September 2023 and to be able to take the recognition decision in time, we recommend that you submit your applications with their annexes according to the recommended timetable highlighted in bold.

ATTENTION! If the applicant fails to submit the application by the deadline below, he/she accepts the responsibility that CORVINUS will not be able to process it in time and therefore the application for admission to the institutional admission procedure for courses starting in September 2023 will be rejected in the absence of a recognised certificate or diploma.

Recommended deadline for submission:

If the certificate or diploma is available to the Applicant, the request for the recognition procedure, together with the annexes under point VI, must be submitted (i.e. uploaded to DreamApply) no later than 10 July 2023. For certificates or diplomas obtained after this date, it must be submitted AS SOON AS POSSIBLE after the date of acquisition, but no later than 1 August 2023.

We will also consider requests for recognition submitted after the deadline, but we may not be able to complete the recognition procedure by the deadline for the final admission decision and may not be able to make a recognition decision in time. As a consequence, the late decisions will not be used in the admission procedure for the courses starting in September 2023 (only in the subsequent admission procedure), and the applicant's request for admission will be rejected by CORVINUS in the absence of a recognised certificate or diploma.

If the applicant does not apply for the course starting in September 2023, i.e. if he/she applies for recognition of his/her foreign certificate or diploma, the application for recognition can be submitted at any time. The decision on the certificate or diploma once recognised may be used in any subsequent admission procedure.

III. Form of the request :

The request for recognition must be submitted on a form which can be downloaded from the CORVINUS website at the following link: <https://www.uni-corvinus.hu/main-page/about-the-university/presidency/legal-and-administrative-affairs/?lang=en> (under Request menu).

The request must be completed electronically and, once printed, must be signed by the applicant in blue ink, dated and scanned in colour (pdf format is recommended).

IV. Submission of the request for equivalency recognition :

The application for recognition must be completed electronically, then printed, signed and dated by the applicant and uploaded to DreamApply. In the case of a successful

admission, the original (signed) application must be handed in to the Student Services staff member at the time of enrolment.

V. Supplement of deficiencies:

Within 3-5 working days (20 days by law) of the start of the recognition procedure, CORVINUS may require the applicant to supplement any missing documents.

VI. Documents to be submitted for recognition:

ATTENTION! Please do not send any original certificates or degrees by post!

We would like to emphasise that in this brochure we list only those documents which are necessary for the recognition of the foreign certificate or diploma for further education purposes, NOT those which are required for the admission procedure. You will find the latter in the admission application form.

If the applicant has not previously submitted the required documents, a colour scanned copy of them must be uploaded to Dream Apply (subject to the exceptions set out in points VII and VIII) as follows:

1. A **copy** of the accepted official document to verify personal data and nationality:
 - a. For Hungarian citizens and permanently settled immigrants, the document containing personal details (ID card), passport or driving licence;
 - b. For citizens of an EU member state¹ or a state for which the same rules apply in acknowledgement matters as for EU member states², documents which are deemed official according to the authorities of the respective state;
 - c. For 3rd country citizens, passport, or, if available: residence permit and residence visa issued for work, obtaining income or family reunification.
IMPORTANT: a simple copy is sufficient, no authentication or attestation is needed.
2. a simple copy of the original diploma or certificate certifying the qualification or professional qualification to be recognised or, if the diploma or certificate is not available (e.g. lost, destroyed), a document issued by equivalent legal force to replace the original document (**IMPORTANT! DOCUMENT CERTIFICATE IS NOT ACCEPTABLE!**)
IMPORTANT: a simple copy is sufficient, no authentication or attestation is needed
3. a simple copy of a document issued by the foreign institution (e.g. transcript of records, diploma supplement), which provides credible evidence of the duration of studies and successful completion of the requirements for the award of the
(IMPORTANT: a simple copy is sufficient, no authentication or attestation is needed

¹ Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Holland, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden

² Iceland, Liechtenstein, Norway, Switzerland.

4. If the documents listed under points 2-3 were not issued in English or Hungarian, they must be submitted with
 - a. **a certified Hungarian translation**
Certified translations in Hungary can be issued by the Hungarian Office for Translation and Attestation, Hungarian foreign representation body (with certification clause), Hungarian notary public (with certification clause) or must have a translation into Hungarian that is authentic under the law of a Member State or
 - b. **an attested English translation**
Attested English translations can be prepared by the Hungarian Embassies/Consulates or official designated notary publics in Hungary or abroad.

If the documents submitted do not provide sufficient information, the applicant may be requested to :

- provide copies of the diplomas or certificates attesting the studies for the degree to be recognised (e.g. if the applicant has applied for recognition of a "Master" degree, he/she may be asked to provide a copy of the diploma attesting the degree of Bachelor, or
- submit a copy of a document issued by the foreign educational institution that issued the diploma or certificate, which provides information about the institution and the study programme and the course of study (e.g. degree course or secondary school)

If there is any doubt as to the authenticity of the documents submitted by the applicant or if the applicant does not possess the documents necessary for the recognition or naturalisation of the degree and CORVINUS considers that it is not possible or difficult for him/her to obtain them, CORVINUS may address a request to the competent foreign institution, organisation or authority.

VII. Derogations for diplomas awarded in a State belonging to the European Economic Area or in a State which accepts the provisions of the Lisbon Convention as binding on it³

In this case, the procedure set out in point VI shall apply, except that:

a. THERE IS NO NEED TO ATTACH THE FOLLOWING DOCUMENTS :

A simple copy of a document issued by the foreign institution (e.g. transcript of records, diploma supplement) that provides credible evidence of the duration of the studies and the successful completion of the requirements for the degree

b. If CORVINUS establishes equivalence, it does not issue a separate resolution on the decision, **but refers the fact of recognition to the copy of the certificate to be recognised submitted by the applicant.** If the equivalence is not established by CORVINUS, it will take a separate resolution on the decision.

VIII. Derogations for diplomas attesting the first degree (BA or BSc) of the Bologna Declaration higher education degree system awarded in

³ a list of countries that recognise the provisions of the Lisbon Convention (i.e. the Convention on the recognition of higher education qualifications in the European Region, signed in Lisbon on 11 April 1997) as binding on themselves: <https://www.coe.int/en/web/conventions/full-list?module=signatures-by-treaty&treaty=165>

a State Party to the European Higher Education Area (EHEA) after its accession to the EHEA (for more information on the Member States and the year of their accession to the EHEA, see <http://www.ehea.info/page-full members>).

**In this case, the procedure set out in point VI shall apply, except that :
THERE IS NO NEED TO ATTACH THE FOLLOWING DOCUMENTS :**

a. A simple copy of a document issued by the foreign institution (e.g. transcript of records, diploma supplement) that provides credible evidence of the duration of the studies and the successful completion of the requirements for the degree

b. If CORVINUS establishes equivalence, it does not issue a separate resolution on the decision, **but refers the fact of recognition to the copy of the certificate to be recognised submitted by the applicant.** If the equivalence is not established by CORVINUS, it will take a separate resolution on the decision.

IX. Acting department:

In the recognition procedure, the Legal and Administrative Affairs department of CORVINUS acts in the first instance.

X. Administrative deadline :

The recognition process starts with the upload of the recognition application to Dream Apply. If the applicant is unable to submit his/her foreign certificate or diploma at the same time as applying in the Dream Apply system, CORVINUS will automatically suspend the procedure until the applicant submits a replacement, but no later than 10 July 2023. After that date, a notification of deficiency will be sent, which must be completed by 1 August 2023.

The Legal and Administrative Affairs will decide within 45 calendar days of the date of receipt of the request.

XI. Notification of the recognition decision :

The decision on recognition must be communicated to the Applicant electronically (delivered to the email address provided in the application for recognition), by post or by public notice, or in person (at the latest at the time of enrolment). If CORVINUS establishes equivalence in the procedure under points VII and VIII, it will not issue a separate resolution on the decision taken in this procedure, but will record the fact of recognition on the copy of the certificate or diploma to be recognised submitted by the applicant and inform the applicant by e-mail.

XII. Legal remedy:

The applicant may appeal against the decision taken at first level to the minister responsible for education.

Any acknowledgement made in an equivalence procedure does not validate a certificate/degree to be accepted for any reasons other than education, e.g. documents acknowledged as valid for further studies may not be used for the purpose of employment!

The acknowledgement of qualifications does not entail the acknowledgement of other qualifications or equivalence approvals, nor

does it serve as an exemption for the applicant from fulfilling requirements as prescribed by law to qualify for a specific, given profession.

The applicant acknowledges and accepts that his/her personal data shall be treated in keeping with Act of Recognition - 4. § (2), 6. § (2), 13. § and 14/A§ and 14/B§.

Budapest, 16 May 2023
dr. Barbara Bíró
Legal and Administrative Affairs
head of department